

3

TIME MANAGEMENT TECHNIQUES

(TO TEACH TO YOUR EMPLOYEES)



Dharma

THE POMODORO TECHNIQUE

WITH THE HELP OF A TOMATO - OR POMODORO (ITALIAN) - SHAPED COOKING TIMER, FRANCESCO CIRILLO WENT FROM STRUGGLING TO FOCUS ON HIS STUDIES, TO SMASHING IT!

HERE'S THE BASICS:

STEP 01

Create a to-do list and grab a timer.

STEP 02

Set your timer to **25 minutes**, pick a task on your to-do list, and just do it until the timer rings.

STEP 03

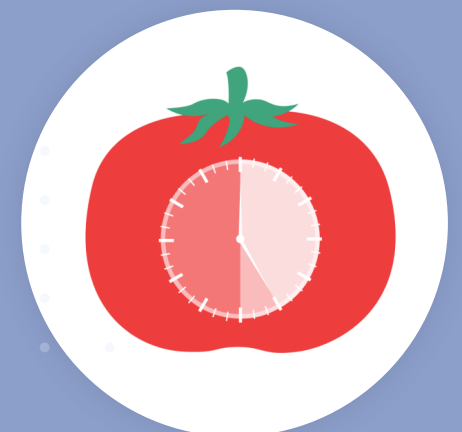
Mark off **one pomodoro** and note down what you got through.

STEP 04

Enjoy a **5-minute break**.

STEP 05

After 4 pomodoros, reward yourself with a longer break (**15-30 minutes**).



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THE EISENHOWER MATRIX

STEPHEN COVEY DEvised THE EISENHOWER MATRIX BASED ON A 1954 SPEECH GIVEN BY THE 34TH US PRESIDENT, DWIGHT D. EISENHOWER IN WHICH HE QUOTED AN UNAMED UNIVERSITY PRESIDENT:

"I HAVE TWO KINDS OF PROBLEMS, THE URGENT AND THE IMPORTANT. THE URGENT ARE NOT IMPORTANT, AND THE IMPORTANT ARE NEVER URGENT."

IT LOOKS LIKE THIS:



THE "EAT THE FROG" APPROACH

ACCORDING TO MARK TWAIN, IF YOU HAVE TO EAT A FROG TO LIVE, YOU SHOULD DO IT EARLY IN THE MORNING SO THAT YOU WON'T HAVE TO DO ANYTHING AS BAD AS THAT LATER ON IN THE DAY.

Eating the frog basically refers to tackling the most challenging of your tasks in the morning, with the idea being that, once you've completed the task, you'll have the rest of the day to do any other smaller tasks and you'll be running on self-motivation from having completed your most difficult task of the day.

STEP 01

Determine which task is the most time-consuming/challenging.

STEP 02

Focus your day solely on completing that task.

STEP 03

Rejoice upon completion of the task, and enjoy the motivation you feel for completing your other tasks.

